

## INSTRUCTIONS FOR FILING A OUTDOOR VENDING FACILITIES ADMINISTRATIVE PERMIT

**Administrative Permit.** An Administrative Permit is required to operate a stationary vending facility which serves members of the public on private property in the following zoning districts: CP, CN, CG, LI, HI or in PD districts which allow CP, CN, CG, LI or HI uses. The following additional items are required to allow an outdoor vending facility:

1. **Photographs.** A minimum of three (3) photographs must be provided of the area where a vending facility shall be placed.
2. Administrative Permits for outdoor vending on private property may only be issued for those proposals which meet the specific criteria listed below:
  - a. The property owner or property manager must be given written consent to have a vendor operate from his/her property (form attached).
  - b. The vendor will be required to have a "fixed-base host". The host is a permanent business operating on the site which is willing to share trash disposal, sanitary facilities, etc. The business is open for business but at no time may the vendor operate between the hours of 10:00 p.m. and 6:00 a.m. During hours in which the fixed-base host site business is closed, the vending facility shall be removed from the parcel or lot on which it operates, or shall be stored indoors.
  - c. A minimum of three (3) parking spaces shall be provided and located on the host site and within two-hundred (200) feet of the approved location for the vending facility. These spaces must be in addition to the spaces required by City codes for the permanent business on the site.
  - d. The vending facility/conveyance is limited in size. It may not be larger than ten feet wide, ten feet high and 24 feet long, effective October 3, 1986.
  - e. The vending facility must observe certain minimum setbacks:
    - 30 feet from street intersections.
    - 15 feet from street right-of-way.
    - 100 feet from freeway on or off ramps.
    - 20 feet from a driveway curb cuts.
    - 500 feet from other vending facilities on private property.
    - 150 feet from a residence.

- 15 feet from a parcel or lot line or a public right-of-way.

For other restrictions regarding advertising, display of wares, maintenance of the facility, etc., see Zoning Ordinance Sections 20.80.800 through 20.80.890.

### DEVELOPMENT PLAN SET

Four (4) sets of the development plan are required. These development plans shall set forth, show, and delineated by the following:

1. All sheets shall be of uniform size - 24" x 36" is the maximum sheet size (sheets of larger size shall require prior approval before filling the application).
2. All sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.
3. All sheets shall be dated and adequate space provided for dates and nature of all revisions.

#### Sheet No. 1 - "Title Sheet"

- a. Name of project and description of proposed use
- b. Listing of any prior development permit issued for the subject site
- c. Table of contents listing all plan set sheets, their content, and page numbers

**Sheet No. 2 - "Site Plan".** Drawn to scale, may require more than one sheet labeled "Site Plan" to include the information listed below:

- a. Location map and Assessor's Parcel Number(s)
- b. Statement and tables:
  - Total acres of subject property (net and gross)
  - Total existing square footage of floor space for each non-residential use
  - Total number of existing off-street parking and loading spaces
- c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of property lines
- d. Dimensions of subject property and all existing lot lines
- e. All existing buildings and structures and their uses, including the proposed removal of any parking stalls (information should be clearly delineated on the site plan)

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.  
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

- f. Existing off-street parking, loading, and circulation areas
- g. Location and dimension of area to be occupied by proposed vending facility.

**Sheet No. 3 - Stormwater Control Plan:**

*(A Stormwater Control Plan is required for all projects creating, replacing or expanding impervious surface by 10,000 square feet or more)*

- a. Complete the Pervious and Impervious Surfaces Comparison Table located below.
- b. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.
- c. Specify soil type(s).
- d. Specify depth to groundwater.
- e. 100-year flood elevation.
- f. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.
- g. Separate drainage areas depending on complexity of drainage network.
- h. For each drainage areas, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc) and area of each.

- i. Show location, size, and identification (including description), of Source Control Measures (SCMs) and Water Quality Treatment Control Measures (TCMs) such as swales, detention basins, infiltration trenches, etc.
- j. Details of all proposed water quality treatment control measures.
- k. Location, size and identification of proposed landscaping/plant material.
- l. Ensure consistency with Grading and Drainage Plan and Landscape Plan.
- m. Supplemental Report :
  1. Calculations illustrating water quality treatment control measures meet numerical standards set forth in Post-Construction Urban Runoff Management Policy No. 6-29.
  2. Name and location of receiving water body.
  3. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.
  4. Water quality Treatment Control Measure maintenance requirements.
  5. Licensed certification that the specified Treatment Control Measures meet the requirements in Post-Construction Urban Runoff Management Policy No. 6-29.

PERVIOUS AND IMPERVIOUS SURFACES COMPARISON						
	Existing Condition (sq. ft.)	%	Proposed Condition (sq. ft.)	%	Difference (sq. ft.)	%
<b>Site (acres)</b>	<b>Site (sq. ft.)</b>					
Building Footprint(s)						
Parking						
Sidewalks, Patios, Paths, etc.						
Streets (Public/Private)						
Landscaping						
<b>Total</b>						
Impervious Surfaces						
Pervious Surfaces						
<b>Total</b>						

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.  
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**

**ADMINISTRATIVE PERMIT APPLICATION**  
(OUTDOOR VENDING ON PRIVATE PROPERTY)

TO BE COMPLETED BY PLANNING STAFF			
FILE NUMBER <b>AP</b>		RECEIPT # _____ DATE _____ AMOUNT _____ BY _____	
PROPERTY LOCATION			
ZONING	PD ZONING FILE #		
QUAD #	PERMIT FILE #		
SUBJECT TO CONDITIONS		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	DATE _____ BY _____

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)	
PROPERTY LOCATION	
ASSESSOR'S PARCEL NUMBER(S)	
In addition to the completed application, the following items are required:	
<input type="checkbox"/> <b>FILING FEE</b> (see fee schedule)	
<input type="checkbox"/> <b>ASSESSOR'S PARCEL MAP</b> marked with the project location.	
<input type="checkbox"/> <b>PHOTOGRAPHS</b> of existing building and proposed location for vending facility.	
<input type="checkbox"/> <b>THREE (3) COPIES</b> of the development plans that include: a. A <b>site plan drawn to scale</b> showing the location of the proposed change on the subject property.	
Please continue to PAGE 2...	

PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.  
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.

**OUTDOOR VENDING FACILITIES ADMINISTRATIVE PERMIT**

FILE NUMBER AP
-------------------

**APPLICANT****PRINT NAME OF APPLICANT BUSINESS****PRINT NAME OF CONTACT PERSON**

ADDRESS

CITY

STATE

ZIP CODE

SIGNATURE

DATE

DAYTIME TELEPHONE #

( )

FAX #

( )

E-MAIL ADDRESS

**PROPERTY OWNER****PRINT NAME OF PROPERTY OWNER**

ADDRESS

CITY

STATE

ZIP CODE

SIGNATURE

DATE

DAYTIME TELEPHONE #

( )

FAX #

( )

E-MAIL ADDRESS

**AGREEMENT TO PROVIDE SUPPORT FACILITIES**

I/we is/are the owner(s)/operator(s) of \_\_\_\_\_  
(name of business)

located at \_\_\_\_\_,  
(address)

San Jose, California \_\_\_\_\_, on property identified as Assessor's  
(zip code)

Parcel No. \_\_\_\_\_ and more fully described in that Application for an Administrative  
Permit for a vending facility files with the City of San Jose under File No. \_\_\_\_\_.

I/we hereby agree to provide the support facilities required under Part 10 of Chapter 20.80 of Title 20  
of the San Jose Municipal Code, including, but not limited to parking, rest room and trash disposal  
facilities, to \_\_\_\_\_, operator of the vending facility which is the subject of  
the above named application. EXECUTED ON \_\_\_\_\_ at \_\_\_\_\_.

(date)

\_\_\_\_\_  
(signature)\_\_\_\_\_  
(signature)

Subscribed and sworn to, before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.  
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 3RD FLOOR OF CITY HALL.**